

# CITY OF MILWAUKIE

## CLASSIFICATION: POLICE CAPTAIN

Department: Police

Grade Number: 19(29)

FLSA: Exempt

Location: Public Safety Building

Union: Management, Supervisory, Confidential Group

EEO Category: 4 – Public Safety

## DESCRIPTION:

Performs a variety of professional and management level duties associated with the Police Department. Plans, organizes, provides direction and leadership to Police personnel. This position will be assigned to either administration or operations. Major job responsibilities include supervision of police sergeants, police records, internal investigations and grievance review, budget development, monitoring and general project and operations management. This position works under the supervision of the Police Chief.

## DUTIES AND RESPONSIBILITIES:

*(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed depending upon particular assignment; however, these examples do not include all the tasks which an employee may be expected to perform.)*

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provides leadership through planning, organizing, directing and supervising activities of personnel to achieve goals within available resources related to the City's Police department and in accordance with City and department goals and objectives. Develops and maintains the shift schedule including overtime.
2. Studies and standardizes procedures to improve efficiency and effectiveness of the operation of the department. Coordinates department activities with other departments and agencies as needed.
3. Reviews general orders and department policies and makes recommendations for changes to ensure efficiency of operation and compliance with local, State and Federal law.
4. Assigns duties to sergeants, reviews performance, provides training and input, ensures accountability and productivity, and handles discipline and grievances as applicable. Frequently supervises special staff: records unit; traffic unit; detective unit; etc.
5. Conducts internal investigations and shooting and accident review boards ensuring compliance with laws and departmental policies. Makes recommendations to Police Chief, as required.
6. Coordinates circuit, district and municipal court subpoenas for trials. Coordinates time off with grand jury, deputy district attorney and municipal court.
7. Assists with development and monitoring expenditures of the operations budget. Maintains vehicle records. Orders uniform supply and other equipment.
8. Serves as Acting Police Chief as required. May serve as management liaison in union negotiations.
9. Responds to emergencies and other incidents requiring a command level officer. Responds on a twenty-four (24) hour basis, as required.
10. Processes and releases evidence in absence of department's property control officer.
11. Coordinates and manages medical, psychological, and physical agility testing for police applicants.
12. Assists in the identification of the Department's personnel needs and ensures that recruiting efforts are balanced and aggressive
13. Regularly attends staff and community meetings.
14. Establishes positive working relationships both internally and externally with representatives of community organizations, other government agencies, City Council, City staff and the public.
15. Develops safe work habits and contributes to the safety of self, co-workers and the general public of the City.
16. Provides leadership and contributes to a positive team atmosphere at the City.
17. Has regular and punctual attendance.
18. Performs assigned duties during an emergency situation.
19. Performs other duties as required.

## **JOB SPECIFICATIONS**

*(These are any combination of education and experience that has provided knowledge, skills and abilities to perform the duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)*

### **1. Job Preparation**

#### **a) Education and Work Experience**

- i) Five (5) years of progressively responsible experience in a Police department including a minimum of 5 years at a supervisory level such as Sergeant; and,
- ii) Bachelors degree from an accredited college or university with a degree in criminal justice, police science, public administration or closely related field preferred.

### **2. Necessary Knowledge, Skills and Abilities**

#### **a) Knowledge of:**

- i) Management and supervisory practices and principles.
- ii) Applicable Federal, State and local laws and ordinances and press bar guidelines.
- iii) Practices and principles of criminal justice and crime prevention.
- iv) Laws and regulations governing criminal justice.
- v) Community policing philosophies and geo-based policing.
- vi) Safety regulations, procedures and practices in law enforcement.
- vii) Practices and principles of public/business administration and decision-making.
- viii) Strategic planning methods with an emphasis on services related to community policing and criminal justice programs.
- ix) Public purchasing and contracting laws and regulations.
- x) Management and supervisory principles and practices.

#### **b) Skill to:**

- i) Effectively supervisor and motivate staff.
- ii) Perform conceptual analysis and policy/program development and implementation.
- iii) Operate firearms and equipment safely, skillfully and in conformance with applicable laws and regulations.
- iv) Make effective and well prepared presentations to staff and in public setting.

#### **c) Ability to:**

- i) Properly interpret and apply Federal, State, and local policies, procedures, laws and regulations.
- ii) Analyze and evaluate departmental operations and develop and implement plans to improve departmental efficiency both short and long term.
- iii) Analyze, and interpret complex data and understand and synthesize legal and technical language to develop logical recommendations.
- iv) Assist in developing and monitoring department budget and oversee budget for section(s).
- v) Manage multiple projects often within tight timeframes.
- vi) Exercise sound judgment in evaluating situations quickly and objectively to recognize actual and potential conflict situations and to determine proper course of action.
- vii) Effectively lead and supervise staff including training, motivating and evaluating staff.
- viii) Control and direct dangerous and sensitive situations and perform effectively in emergency situations.
- v) Communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public regarding criminal justice and crime prevention. Ability to make presentations and develop reports that may include technical information.
- vi) Use keyboard, word-processing, spreadsheet programs or other application software as required for position.
- vii) Perform effectively in emergency and stressful situations.

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- ix) Maintain confidentiality of sensitive information and documents as appropriate.
- x) Communicate effectively both orally and in writing.
- xi) Establish and maintain positive working relationships.
- xii) Develop and lead a team, cultivate a team climate and work as a team member.
- viii) Perform the essential functions of the job.

**3. Special Requirements:**

- a) Must possess, or be able to obtain by time of hire, a valid Oregon or Washington State Driver's License.
- b) Must be able to meet the City's driving standards.
- c) Must be a US citizen at time of employment.
- d) Must be 21 years or older at time of employment.
- e) Ability to meet Department's and Oregon Department of Public Safety Standards and Training physical standards including vision requirements and Department's psychological Standards.
- f) Ability to meet basic typing standards and ability to use computer including law enforcement specific programs.
- g) Ability to pass extensive background investigation and screening requirements of the City, may not have any felony convictions during prior seven years.
- h) Upon hire or promotion, must possess or be able to obtain a DPSST management certificate within 24 months.

**4. Tools and Equipment Used:**

- a) Police car, police radio, radar gun, handgun and other weapons as required to include duty shoulder weapons, ASP baton, chemical spray, handcuffs, intoxilyzer, pager, taser, first aid equipment, computers and associated software, digital cameras.
- b) All standard office equipment including but not limited to computer and printer, facsimile machine and copy machines; Computer software including MS based word-processing GIS applications, and spreadsheets.

**5. Supervision:**

- a) This position directly supervises the police sergeants, and police records staff and provides oversight of the supervision of sworn officers.
- b) Operates under the general direction and supervision of the Police Chief.

**6. Work Environment:**

*(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)*

- a) Although much of work is performed in office settings there are times while performing the duties of this job, the employee will work outside in all weather conditions. The employee occasionally works near moving mechanical parts; in precarious places; and with firearms and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals blood borne or airborne pathogens, extreme cold, extreme heat, and vibration.
- b) The noise level in the work environment may be moderate to high.
- c) May occasionally lift and/or move more than 100 pounds.
- d) Must be available to work nights and weekends to respond to emergency situations.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Drafted:

Adopted: 7/1/93

Revised: 10/2/08, 11/30/04